



## Roadmap for Washington State Financial and Administrative Policies, Process and Systems

### Could-Be Business Process Model Focus Group Contract Management

December 14, 2005 1:00 – 5:00 PM

#### AGENDA

1. Welcome and introductions	1:00	Kathy
2. Finalize as-is contract management model: <ul style="list-style-type: none"> <li>– Confirm definition, scope and objectives</li> <li>– Update components, agency variations and model based on feedback</li> </ul>	1:10	Susan
3. Discuss and expand list of problems with current process	1:40	Susan
BREAK	2:10	
4. Expand ideas for <b>Bold Change</b> <ul style="list-style-type: none"> <li>– The benefits of bold change “Fundamental rethinking and redesign of business processes to achieve dramatic improvements in critical contemporary measures of performances such as quality, service and speed”</li> <li>– Examples of <b>Bold Change</b> <ol style="list-style-type: none"> <li>1. Have what is being purchased drive the selection of the appropriate terms and conditions, procurement process, and review process</li> <li>2. Move contract negotiations to pre-award processes</li> <li>3. Integrate contract management with encumbrance and payables processing</li> <li>4. Create an enterprise process for contract and subcontract performance monitoring</li> <li>5. Use enterprise vendor, procurement and contract identification</li> <li>6. Enable electronic third party communication (e.g. electronic signature)</li> </ol> </li> </ul>	2:20	John
5. Lay out <b>The Could-Be Model</b>	3:00	John
BREAK	4:00	
6. Discuss implications of the could-be model <ul style="list-style-type: none"> <li>– What policy changes would be needed?</li> <li>– What data standards might be helpful?</li> <li>– What other implementation challenges do you foresee?</li> </ul>	4:10	Susan
7. Next steps <ul style="list-style-type: none"> <li>– Assignments</li> <li>– Follow-up session: Wednesday, 12/21 at 9 am, Pt Plaza Training Room</li> <li>– Process check – How can we improve for future modeling sessions?</li> </ul>	4:45	Kathy



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#### **Definition of Contract**

A legally binding agreement between a minimum of two parties with an exchange of tangible value. The principal purpose is to purchase, lease, or barter property or services for the use and benefit of state government, or its clients, and to firmly define accountability for performance by each party. Contracts include all types of agreements, regardless of what they may be called, for the procurement of or disposal of goods, services or construction.

#### **Process Scope**

The process of planning for, establishing, amending, and monitoring contractual agreements, from managing standard sets of terms and conditions to drafting, approving, executing, and recording agreements, and evaluating the effectiveness of contracts and suppliers in meeting contract performance objectives.

#### **Business Objectives**

1. Reach agreement between the parties to ensure timely service delivery to the state and its clients.
2. Comply with contract laws and rules and protect the interests of the state.
3. Monitor, measure and report achievement of contract objectives.

#### **Handouts:**

1. Updated draft contract management as-is straw man process
2. Updated draft components list
3. Updated draft assumptions on common process and agency variations
4. Draft list of problems and opportunities
5. Straw man contract management could-be process